

- Employment Eligibility Verification form (I-9), with attachments. The I-9 form must be signed and witnessed by the first day of the quarter. No alterations may be made to this form.
- Oath of Allegiance/Patent Agreement form (UPAY 585). The Oath/Patent must be signed and witnessed by the first day of the quarter. No alterations may be made to this form. The State Oath of Allegiance portion of this form is not required for aliens.
- Personal Identification Number (PIN) Authorization (UPAY 874), if applicable
- UC Federal and State Withholding Allowance Certificate (UC W-4/DE 4)
- Benefits Eligibility Level Indicator (BELI) form (UPAY 726)
- Demographic Data Transmittal form (U5605)
- Earnings Disposition (Surepay) form, if applicable
- Physician Designation Form (SC 50), voluntary
- *Note: The Adult/Child Abuse forms are required for certain department positions. Contact Academic Human Resources for information. These forms are to be retained in the dean's office.*
- Have the employee complete relevant fields of the Non-Student Academic Initial Hire/Rehire Data Collection Document.

Prepare information for on-line entry, or in the case of intercampus transfers, non-resident alien, or student work study hires, send all collected information to the respective office for on-line entry.

Data Entry

Use the **AHIR** (Academic Hire) bundle to enter data for hiring an employee for an academic position. This bundle contains the following functions:

EEID (Employee Identification)

EADD (Employee Address)

EPD1 (Employee Personal Data 1)

EPD2 (Employee Personal Data 2)

ELIC (License/Certificate Data)

EPER (Personnel-Miscellaneous)

EAPP (Appointments/Distributions)

XTAX (Tax Information)

EALN (Alien Information)

EACD (Academic Service)

EHON (Honors Data)

Accessing AHIR

1. Log on to the Payroll/Personnel System.
2. At the Next Func field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **AHIR** and press **Enter**.

The Employee Identification (**EEID**) function is displayed.

Completing the EADD Function

THE EADD FUNCTION (EMPLOYEE ADDRESS)

ucmvsb.ucop.eduucmvsb.ucop.edu - TN3270/TN5250 Connection

Session Edit View Commands Script Help

PPeADD0-E1302 SCT EDB Entry/Update AHIR 11/14/00 15:34:31
Employee Address Data Userid: SCPPSJL
ID: 650000007 Name: NEWHIRE, ACADEMIC DEMO SSN: 650-00-0007 Pri Pay:

Permanent Address Line 1: 1234 MAIN STREET
Line 2:
City: SANTA CRUZ State: CA Zip: 95060
Foreign Addr Ind: _ Prov: _ Country: _
Postal Code: _
Home Phone: 8314234180 Spouse Name: _
Campus Release Codes - Perm Address: N Home Phone: N Spouse Name: N
Employee Organization Disclosures - Perm Address: N Home Phone: N

Campus Address Line 1: _
Line 2: _
City: _ State: _ Zip: _
Campus Phone 1: 5982 Phone 2: _
Campus Room: _ Building: _

Next Func: _ ID: _ Name: _ SSN: _

F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump 10-PrevFunc 11-NextFunc

Line 17 Column 47

IBM-3278-2E LU=L10TABAY CAP NUM

The EADD Procedure

1. Enter data in the following fields, as applicable:

Permanent Address	<p>Line 1: First line of the address to which all university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters.</p> <p>Line 2: Automatic continuation of address Line 1, if the first line of the address is exceptionally long (e.g., use for apartment numbers, building names, etc.) Maximum 30 characters. Otherwise leave blank.</p> <p>City: City portion of the address. United States and foreign addresses. Maximum 21 characters.</p>
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Permanent Address (cont.)	<p>State: State portion of the address. United States addresses only.</p> <p>Zip: Zip code associated with the address. United States addresses only.</p>
Foreign Address	<p>Ind: Enter F if this is a foreign address.</p> <p>Prov: Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters.</p> <p>Cntry: Foreign address only. Two-digit country code associated with the address. Press F1 Help from this field to see valid codes.</p>
Postal Code	Foreign addresses only. Postal code associated with the address, if applicable.
Home Phone	Enter home phone.
Spouse Name	Enter spouse name. (Optional)
Campus Release Codes	Leave blank to disclose, or enter 'N' in each field to NOT disclose.
Employee Organization Disclosures	Code indicating whether the employee has authorized the University to release their home address and home phone to employee organizations. Otherwise, these organizations will use campus address/phone. Leave blank to disclose, enter 'N' in each field to NOT disclose.
Campus Address	Leave blank.
Campus Phone(s)	Telephone number(s) at which the employee can be reached.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPD1 Function

THE EPD1 FUNCTION (EMPLOYEE PERSONAL DATA 1)

uccmvsb.ucop.edu - TN3270/TN5250 Connection

Session Edit View Commands Script Help

PPEPD10-E1302 SCT EDB Entry/Update AHIR 11/14/00 15:55:31
Employee Personal Data 1 Userid: SCPPSJL
ID: 650000007 Name: NEWHIRE, ACADEMIC DEMO SSN: 650-00-0007 Pri Pay:

Date of Birth: 012556
Sex: F
Ethnic: A
Veteran Status Codes - Vietnam: N War/Campaign: N Disability: N
Disabled Status: N
Citizenship: C
Student Status: 1 No. of Reg. Units: ____
Pay Disposition Code: 000900

Next Func: ____ ID: ____ Name: ____ SSN: ____

====>
F: 1-Help 2-Cancel 4-Print 5-Update
F: 9-Jump 10-PrevFunc 11-NextFunc

Line 20 Column 13

IBM-3270-2E LU=L10TABAY CAP NUM

Notes and Tips

- Employees should self-identify ethnic, disability, and veteran status on the Demographic Data Transmittal form (U5605).

The EPD1 Procedure

1. Enter data in the following fields, as applicable:

Date of Birth	Entered on the EEID function
Sex	Code indicating the sex of the employee. (For reporting statistics of the University workforce only.) M = male and F = female.

Ethnic	Code indicating the ethnic identity of the employee. (For reporting statistics of the University workforce only.) Code from the Demographic Data Transmittal
Veteran Status Codes	Codes indicating the employee's veteran status. (For reporting statistics of the university workforce only.) Codes and definitions from the Demographic Data Transmittal
Disabled Status	Code indicating that the employee has a disability. (For reporting statistics of the University workforce only.) Code from Demographic Data Transmittal
Citizenship Code	Code indicating the employee's citizenship status, with respect to the United States. Press F1 Help to see valid codes.
Student Status	Code indicating the employee's student status with the University of California (not including University Extension enrollment). Press F1 Help to see valid codes.
No. of Reg. Units	A system derived code indicating the number of UC class units in which an employee who is a UC student is registered.
Pay Disposition Code	Enter Mail Code (<i>See Appendix J</i>). Used to deliver checks and surepay stubs.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPD2 Function

EPD2 (EMPLOYEE PERSONAL DATA 2)

Notes and Tips

- Refer to *Section 1.13, Help* for information about how to use the Find String command in F1 Help for locating institution code.

The EPD2 Procedure

- Enter data in the following fields, as applicable:

PIN Signature Date	Date the Personal Identification Number form was signed by the employee, in the format: MMDDYY.
Oath Signature Date	Date the Oath of Allegiance was signed by the employee, in the format: MMDDYY. <i>Note: This date must be on or before the first day of the quarter. It is required for citizens only.</i>

I-9 Date	Date the I-9 (Employment Eligibility Verification) form was signed by the employee, in the format: MMDDYY. <i>Note: This date must be on or before the first day of the quarter.</i>
Education Level Code	Code indicating the highest level of education attained by the employee. Press F1 Help to see valid codes.
Education Level Year	Year in which the employee's highest level of education was attained.
Non-UC Prior Service Code	Code indicating the type of employment service prior to the most recent University employment. Press F1 Help to see valid codes.
Prior Service Months	Leave blank. For future use only.
Prior University Service Institution Code	Enter code indicating college or university of most recent employment. Press F1 Help to see valid codes. Use Find String in Help, enter f space institution name and Enter .
Employment Service Credit	Leave blank. For future use only.
Employment Service Credit From Date	Leave blank. For future use only.
Current Specialty Code	Leave blank. For future use only.

Highest Degree Specialty Code	Leave blank. For future use only.
Highest Degree institution Code	Code indicating the institution at which the highest degree was obtained. Press F1 Help to see valid codes. Use Find String in Help, enter f space institution name and Enter .

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the ELIC Function

ELIC (LICENSE/CERTIFICATE DATE)

The ELIC Procedure

1. Enter data in the following fields, as applicable:

Code	A code indicating any licenses or certificates held by the employee, if applicable. Press F1 Help to see valid codes.
Renewal Date	Date the license or certificate must be renewed, in the format: MMDDYY. If the license or certificate is permanent, enter 999999.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

7.5 ACADEMIC CHANGE/PROMOTION (APRO)

Overview

The procedures described in this section are for an academic employee transferring from an existing appointment to an appointment in a different academic series, for example:

- Change from a Visiting Postdoctoral to a Postgraduate Research
- Change from an Assistant Researcher to an Assistant Professor

The procedures described in this section are also for an academic employee moving from one rank to another rank within an academic series, including:

- Change from Acting Assistant Professor to Assistant Professor (regularization).
- Change from Assistant Professor to Associate Professor (promotion).
- Change from Associate Professor to Professor (promotion).

Before You Start

1. Obtain required approval to perform the payroll/personnel action.
2. Prepare information for data entry.

Data Entry

Enter data for reclassifying an employee in an academic position via the APRO bundle. This bundle contains the following functions:

EAPP (Appointments/Distributions)

EPER (Personnel-Miscellaneous)

EACD (Academic Service)

EADD (Employee Address)

EPD1 (Employee Personal Data 1)

Accessing the APRO Bundle

1. Log on to Payroll/Personnel System.
2. At the Next Func field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **APRO** and the **employee ID number**, then press **Enter**.
The **EAPP** function is displayed for the selected employee.

Completing the EADD Function

THE EADD (EMPLOYEE ADDRESS) FUNCTION

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Session Edit View Commands Script Help

PPEADD0-E1302 SCT EDB Entry/Update APR0 11/15/00 11:39:42
 10/26/00 14:22:07 Employee Address Data Userid: SCPPSJL
 ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 700-00-0900 Pri Pay: M0

Permanent Address Line 1: 33480 21ST STREET
 Line 2:
 City: SANTA CRUZ State: CA Zip: 95061
 Foreign Addr Ind: _ Prov: _ Country: _
 Postal Code: _
 Home Phone: 4984299640 Spouse Name: _
 Campus Release Codes - Perm Address: _ Home Phone: _ Spouse Name: _
 Employee Organization Disclosures - Perm Address: _ Home Phone: _

Campus Address Line 1: _
 Line 2: _
 City: _ State: _ Zip: _
 Campus Phone 1: _ Phone 2: _
 Campus Room: 000462 Building: _

Next Func: _ ID: _ Name: _ SSN: _

F: 1-Help 3-PrevMenu 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 11-NextFunc 12-Exit

Line 5 Column 28

IBM-3270-2E LU=L10TAAAF

Notes and Tips

Review data and change only those fields that need to be updated.

EADD Procedure

1. Enter data in the following fields, as applicable:

Permanent Address	<p>Line 1: First line of the address to which all university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters.</p> <p>Line 2: Automatic continuation of address Line 1, if the first line of the address is exceptionally long (e.g., use for apartment numbers, building names, etc.) Maximum 30 characters.</p>
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Permanent Address	<p>City: City portion of the address. United States and foreign addresses. Maximum 21 characters.</p> <p>State: State portion of the address. United States addresses only.</p> <p>Zip: Zip code associated with the address. United States addresses only.</p>
Foreign Address	<p>Ind: Enter F if this is a foreign address.</p> <p>Prov: Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters.</p> <p>Cntry: Foreign address only. Two-digit country code associated with the address. Press F1 Help from this field to see valid codes.</p> <p>Postal Code: Foreign addresses only. Postal code associated with the address, if applicable.</p>
Campus Phone(s)	Office telephone number(s) at which the employee can be reached.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPD1 Function

THE EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION

ucmvsh.ucop.eduucmvsh.ucop.edu - TN3270/TN5250 Connection

Session Edit View Commands Script Help

PPEPD10-E1302 SCT EDB Entry/Update APRO 11/15/00 12:03:41
 10/26/00 14:22:07 Employee Personal Data 1 Userid: SCPPSJL
 ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 700-00-0900 Pri Pay: M0

Date of Birth: 042462
 Sex: F
 Ethnic: F
 Veteran Status Codes - Vietnam: N War/Campaign: _ Disability: N
 Disabled Status: N
 Citizenship: C
 Student Status: 1 No. of Reg. Units: ____
 Pay Disposition Code: 000462

Next Func: ____ ID: ____ Name: ____ SSN: ____

====>
 F: 1-Help 3-PrevMenu 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 12-Exit

Line 6 Column 17

IBM-3270-2E LU=L10TAAAF

EPD1 Procedure

1. Enter data in the following fields, as applicable:

Pay Disposition Code	Enter Mail Code (<i>See Appendix J</i>) Used to deliver checks and surepay stubs.
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2. Press **Enter** to invoke range/value edits.
3. This is the last function in the APRO bundle. Proceed to *Review*.

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the Review bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make the necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the last data entry function you were at when you updated the action to make the appropriate corrections. Then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in *Section 1.6, System Messages* in this manual for more information and instructions.

PAN Preparation

If there are no consistency errors, or after you have made all the corrections, and you are on the PAN Subsystem Notification Screen, add additional reviewers or users.

1. Press **F10 Comments** and enter a description of action and any significant details.
2. Press **F11 Detail** to view the notification detail that will be sent.
3. Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

Accessing IMMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMMSG and press **Enter**.
2. When the IMMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Retain the data collection document in the Service Center employee file.

7.10 ADDITIONAL EMPLOYMENT

Overview

The procedures described in this section are for an employee who begins a new appointment while still working under the current appointment.

Prior to initiating any of the following additional employment actions, reference the appropriate academic or staff personnel program policies or related Labor Contracts.

Policy Summary

For Academic employees, an additional appointment would need to be initiated in the following situations:

1. addition of a "without salary" professorial appointment in a department other than the home department
2. additional research/lecturer appointment (if the primary appointment is less than 100%)

For Academic employees teaching in UNEX, see AHR-PPS General Academic Policies and Procedures, Additional Compensation.

Before You Start

Obtain required approval to perform the payroll/personnel action.

Have the employee complete the required form, if applicable:

1. Benefits Eligibility Level Indicator (BELI) form (UPAY 726).
2. *Note: The Adult/Child Abuse forms are required for certain department positions. Contact Academic or Staff Human Resources respectively for information. These forms are to be retained in the department or dean's office.*

Prepare information for on-line entry.

Data Entry

Enter the data for the additional employment via the ADDL bundle. This bundle contains the following functions:

EAPP (Appointments/Distributions)

EPER (Personnel-Miscellaneous)

EADD (Employee Address)

EPD1 (Employee Data 1)

Accessing ADDL

1. Log on to the Payroll/Personnel System.
2. At the Next Func field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **ADDL** and the **employee ID number**, then press **Enter**.

The Appointments/Distributions (EAPP) function displays the current employee data.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EADD Function

THE EADD (EMPLOYEE ADDRESS) FUNCTION

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Session Edit View Commands Script Help

PPEADD0-E1302 SCT EDB Entry/Update ADDL 11/15/00 12:27:45
 10/26/00 14:22:07 Employee Address Data Userid: SCPPSJJL
 ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 700-00-0900 Pri Pay: M0

Permanent Address Line 1: 33480 21ST STREET
 Line 2:
 City: SANTA CRUZ State: CA Zip: 95061
 Foreign Addr Ind: _ Postal Code: _ Country: _
 Home Phone: 4084299640 Spouse Name: _
 Campus Release Codes - Perm Address: _ Home Phone: _ Spouse Name: _
 Employee Organization Disclosures - Perm Address: _ Home Phone: _

Campus Address Line 1: _
 Line 2: _
 City: _ State: _ Zip: _
 Campus Phone 1: _ Phone 2: _
 Campus Room: 900462 Building: _

Next Func: _ ID: _ Name: _ SSN: _

==>
 F: 1-Help 3-PrevMenu 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 11-NextFunc 12-Exit

Line 24 Column 28

IBM-3270-2E LU=L10TAAAF NUM

EADD Procedure

1. Review fields for data accuracy and make any changes needed:

Permanent Address	<p>Line 1: First line of the address to which all university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters.</p> <p>Line 2: Automatic continuation of address Line 1, if the Line 1 runs over. Maximum 30 characters.</p>
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Permanent Address	<p>City: City portion of the address. United States and foreign addresses. Maximum 21 characters.</p> <p>State: State portion of the address. United States addresses only.</p> <p>Zip: Zip code associated with the address. United States addresses only.</p>
Foreign Address	<p>Ind: Enter F if this is a foreign address.</p> <p>Prov: Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters.</p> <p>Cntry: Foreign address only. Two-digit country code associated with the address. Press F1 Help from this field to see valid codes.</p> <p>Postal Code: Foreign addresses only. Postal code associated with the address, if applicable.</p>
Campus Phone(s)	Telephone number(s) at which the employee can be reached.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPD1 Function

THE EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION

ucsmvab.ucop.eduucsmvab.ucop.edu - TN3270/TN5250 Connection

Session Edit View Commands Script Help

PPEPD10-E1302 SCT EDB Entry/Update ADDL 11/15/00 12:29:38
 10/26/00 14:22:07 Employee Personal Data 1 Userid: SCPPSJL
 ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 700-00-0900 Pri Pay: M0

Date of Birth: 042462
 Sex: F
 Ethnic: F
 Veteran Status Codes - Vietnam: N War/Campaign: _ Disability: N
 Disabled Status: N
 Citizenship: C
 Student Status: 1 No. of Reg. Units: ____
 Pay Disposition Code: 000462

Next Func: ____ ID: ____ Name: ____ SSN: ____

====>
 F: 1-Help 3-PrevMenu 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 12-Exit

Line 22 Column 75

IBM-3278-2E LU=L10TAAAF NUM

EPD1 Procedure

1. Review fields for data accuracy and make any changes needed:

Pay Disposition Code	Enter Mail Code (<i>See Appendix J</i>) Used to deliver checks and surepay stubs.
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2. Press **Enter** to invoke range/value edits.
3. This is the last function in the ADDL bundle. Proceed to *Review*.

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the bundle.

1. Make sure you have completed all the required data elements in the bundle and
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the bundle and navigate to the appropriate function, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in *Section 1.6, System Messages* in this manual for more information and instructions.

PAN Preparation

If there are no consistency errors, or after you have made all the corrections, and you are on the PAN Subsystem Notification Screen, add additional reviewers or users.

- Press **F10 Comments** and enter a description of the action and any significant details.
- Press **F11 Detail** to view the notification detail that will be sent.
- Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type IMSG and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Retain the data collection document in the Service Center employee file.

Before You Start

1. Obtain required approval to perform the payroll/personnel action.
2. Have the employee complete the following forms:
 - Letter of resignation (voluntary separations)
 - Unemployment Insurance Termination Report (form U5602)

Be sure the employee completes side two and signs the report.

Do not complete the report for “without salary” employees (unless they previously held a paid appointment with the University).

3. Provide employee with Termination Benefits packet.
4. Prepare the Data Collection Document - Separation.

Data Entry

Enter data for the separation via the SEPR bundle. This bundle contains the following functions:

ESEP (Separation Data)

EAPP (Appointments/Distributions)

ELVE (Leave of Absence)

EADD (Employee Address)

EPD1 (Employee Personal Data 1)

Accessing SEPR

1. Log on to the Payroll/Personnel System.
2. At the Next Func field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**
4. Type **SEPR** and the **employee ID number**, then press **Enter**

The ESEP function displays the selected employee.

Completing the EADD Function

THE EADD (EMPLOYEE ADDRESS) FUNCTION

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Session Edit View Commands Script Help

PPEADD0-E1302 SCT EDB Entry/Update SEPR 11/20/00 12:48:12
 10/26/00 13:12:56 Employee Address Data Userid: SCPPSJL
 ID: 010000500 Name: EMERITUS, PROFESSOR DEMO SSN: 010-00-0500 Pri Pay: M0

Permanent Address Line 1: 222 PARK AVE
 Line 2: _____
 City: SANTA CRUZ State: CA Zip: 95060

Foreign Addr Ind: _ Prov: _____ Country: _____
 Postal Code: _____

Home Phone: 4444444 Spouse Name: POLLY

Campus Release Codes - Perm Address: _____ Home Phone: _____ Spouse Name: _____
 Employee Organization Disclosures - Perm Address: _____ Home Phone: _____

Campus Address Line 1: _____
 Line 2: _____
 City: _____ State: _____ Zip: _____

Campus Phone 1: 0002 _____ Phone 2: _____
 Campus Room: 000400 Building: _____

Next Func: _____ ID: _____ Name: _____ SSN: _____

F: 1-Help 3-PrevMenu 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 11-NextFunc 12-Exit

Line 5 Column 28

IBM-3270-2 LU=L10TAA0W

Notes and Tips

- Make changes to this function *only* if the employee indicates a change of address.

The EADD Procedure

1. Enter data in the following fields, as applicable:

Permanent Address	Line 1: First line of the address to which all university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters.
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Permanent Address	<p>Line 2: Automatic continuation of address Line 1, if the first line of the address is exceptionally long (e.g., use for apartment numbers, building names, etc.) Maximum 30 characters.</p> <p>City: City portion of the address. US and foreign addresses. Max 21 characters.</p> <p>State: State portion of the address. United States addresses only.</p> <p>Zip: Zip code associated with the address. United States addresses only.</p>
Foreign Address	<p>Ind. Enter F if this is a foreign address.</p> <p>Prov. Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters.</p> <p>Cntry. Foreign address only. Two-digit country code associated with the address. Press F1 Help to see valid codes.</p> <p>Postal Code. Foreign addresses only. Postal code associated with the address.</p>

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to proceed to the next function..

Completing the EPD1 Function

EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION

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Session Edit View Commands Script Help

PPEPD10-E1302 SCT EDB Entry/Update SEPR 11/20/00 12:52:22
 10/26/00 13:12:56 Employee Personal Data 1 Userid: SCPPSJL
 ID: 010000500 Name: EMERITUS, PROFESSOR DEMO SSN: 010-00-0500 Pri Pay: M0

Date of Birth: 071350
 Sex: M
 Ethnic: F
 Veteran Status Codes - Vietnam: N War/Campaign: _ Disability: N
 Disabled Status: N
 Citizenship: C
 Student Status: 1 No. of Reg. Units: ____
 Pay Disposition Code: 000400

Next Func: ____ ID: ____ Name: ____ SSN: ____

====>
 F: 1-Help 3-PrevMenu 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 12-Exit

Line 6 Column 17

IBM-3278-2E LU=L10TAA0W NUM

The EPD1 function allows you to change the check disposition address. (If there are no changes, proceed to *Review*.)

Pay Disposition Code	Enter Mail Code (<i>See Appendix J</i>). Used to deliver checks and surepay stubs.
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1. Press **Enter** to invoke range/value edits.
2. This is the last function of the SEPR bundle. Proceed to *Review*.

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the SEPR bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the bundle, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in *Section 1.6, System Messages* in this manual for more information and instructions.

PAN Preparation

If there are no consistency errors, or after you have made all the corrections, and you are on the PAN Subsystem Notification Screen, add additional reviewers or users.

- Press **F10 Comments** and enter a description of the action and any significant details.
- Press **F11 Detail** to view the notification detail that will be sent.
- Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type **IMSG** and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Refer to the Separation Data Collection Document for disposition of forms information.

7.14 ACADEMIC REHIRE (AREH)

Overview

The procedures described in this section are for rehiring an employee for an academic position. If the employee has purged from the database, use the AHIR bundle instead.

When **not** to use the AREH bundle:

- Intercampus transfers are entered by the Payroll office. Forward all documents to Payroll.
- If you are hiring a student (i.e., reader or graduate student researcher) who has a work study award and wishes to use their award for this position. Send the student to the Career Center to pick up a referral form and the Career Center will process the rehire action.
- If you re-hiring a student in an academic title, use the AURH bundle. Note: There is a separate DCD used for Student Academic Rehire
- If you are re-hiring a student in an academic title that holds another appointment, use the ADDL bundle.
- If you are recalling a faculty member who has an emeritus designation use the Academic Recall (ARCL) Bundle.

Policy Summary

A rehire in an academic title is the result of the academic review process established for the title. The policies for rehiring in an academic title are the same as the policies for hiring in an academic title. (See Section on Academic Hires.)

Before you Start

1. Obtain required approval (in the form of an Offer Letter) to perform the payroll/personnel action. Refer to the [Campus Academic Policies & Procedures Manual \(CAPPMP\)](#) Appendix 1, *Delegation of Authority Chart*.
2. Work with the employee to complete the following forms:
 - Employment Eligibility Verification form (I-9), with attachments. New I-9 is not required if the employee completed this form for UCSC employment within the last 3 years. Verify previous I-9 date in the EDB.
 - The Oath/Patent is valid for 1 year from the date signed. If the signature date on the original Oath is over 1 year old, a new Oath must be signed. The Oath/Patent must be signed and witnessed on or before the first date of service*. No alterations may be made to this form.

*First date of service may be different than hire date (e.g., 7/1-6/30 pay dates, 9/20-6/19 service dates.)

 - UC Federal and State Withholding Allowance Certificate (UC W-4/DE 4).
 - Benefits Eligibility Level Indicator (BELI) form (UPAY 726)
 - Personal Identification Number (PIN) Authorization (UPAY 874), if applicable
 - Demographic Data Transmittal form (U5605); applicable only if there has been a change to any of the fields.
 - Earnings Disposition (Surepay) form, if applicable

Note: The Adult/Child Abuse forms are required for certain department positions. Contact Academic Human Resources for information. These forms are to be retained in the department or dean's office.

3. Have the employee complete relevant fields of the Non-Student Academic Initial Hire/Rehire Data Collection Document.
4. Prepare information for on-line entry. In the case of rehires of intercampus transfers send all collected information to Payroll for on-line entry. For rehires of student work study recipients, send all collected information to Student Employment for on-line entry.

Non-resident alien re-hires are entered by the Payroll Office. All forms are completed in the Service Center and forwarded to Payroll.

Data Entry

Enter data for rehiring an employee for an academic position via the AREH bundle. This bundle contains the following functions:

EEID (Employee Identification)

EADD (Employee Address)

EPD1 (Employee Personal Data 1)

EPD2 (Employee Personal Data 2)

EPER (Personnel-Miscellaneous)

EAPP (Appointments/Distributions-Condensed)

XTAX (Tax Information)

EALN (Alien Information)

EACD (Academic Service)

EHON (Academic Honors)

Accessing the AREH Bundle

1. Log on to the Payroll/Personnel System.
2. At the **Next Func** field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **AREH** and press **Enter**.

The EEID function is displayed.

Completing the EADD Function

THE EADD (EMPLOYEE ADDRESS) FUNCTION

Notes and Tips

- Review data and change only those fields that need to be updated.
- If the new address does not continue to Line 2, but the old address does, be sure to enter an asterisk (*) on Line 2 to delete the old information.

The EPD1 Procedure

- Enter data in the following fields, as applicable:

Permanent Address	Line 1: First line of the address to which all university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters.
-------------------	---

Permanent Address	<p>Line 2: Automatic continuation of address Line 1, if the first line of the address is exceptionally long (e.g., use for apartment numbers, building names, etc.) Maximum 30 characters. Otherwise leave blank.</p> <p>City: City portion of the address. United States and foreign addresses. Maximum 21 characters.</p> <p>State: State portion of the address. United States addresses only.</p> <p>Zip: Zip code associated with the address. United States addresses only.</p>
Foreign Address	<p>Ind. Enter F if this is a foreign address.</p> <p>Prov. Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters.</p> <p>Cntry. Foreign addresses only. Two-digit country code associated with the address.</p>
Postal Code	Foreign addresses only. Postal code associated with the address, if applicable
Home Phone	Enter home phone.
Spouse Name	Enter spouse name. (Optional)
Campus Release Codes	Leave blank to disclose, or enter 'N' in each field to NOT disclose.

Employee Organization Disclosures	Codes indicating whether the employee has authorized the University to release their home address and home phone number to employee organizations. Otherwise, these organizations will use campus address/phone. Leave blank to disclose, enter 'N' in each field to NOT disclose.
Campus Address	Leave blank.
Campus phone(s)	Telephone number(s) at which the employee can be reached.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPD1 Function

THE EPD1 FUNCTION (EMPLOYEE PERSONAL DATA 1)

uccmvsb.ucop.eduuccmvsb.ucop.edu - TN3270/TN5250 Connection

Session Edit View Commands Script Help

PPEPD10-E1302 SCT EDB Entry/Update AREH 11/20/00 15:30:12
 10/26/00 14:20:04 Employee Personal Data 1 Userid: SCPPSJL
 ID: 650000903 Name: REHIRE, LECTURER DEMO SSN: 650-00-0903 Pri Pay: M0

Date of Birth: 111065
 Sex: M
 Ethnic: F
 Veteran Status Codes - Vietnam: N War/Campaign: Disability: N
 Disabled Status: N
 Citizenship: C
 Student Status: 1 No. of Reg. Units:
 Pay Disposition Code: 000476

Next Func: ID: Name: SSN:

====>
 F: 1-Help 2-Cancel 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 11-NextFunc

Line 6 Column 17

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Notes and Tips

- Employees should self-identify ethnic, disability, and veteran status on the Demographic Data Transmittal form (U5605).

The EPD1 Procedure

1. Enter data in the following fields, as applicable:

Date of Birth	Entered on the EEID function
Sex	Code indicating the sex of the employee. (For reporting statistics of the University workforce only.) M = male and F = female.

Ethnic	Code indicating the ethnic identity of the employee. (For reporting statistics of the University workforce only.) Code from the Demographic Data Transmittal
Veteran Status Codes	Codes indicating the employee's veteran status. (For reporting statistics of the university workforce only.) Codes and definitions from the Demographic Data Transmittal
Disabled Status	Code indicating that the employee has a disability. (For reporting statistics of the University workforce only.) Code from Demographic Data Transmittal
Citizenship Code	Code indicating the employee's citizenship status, with respect to the United States. Press F1 Help to see valid codes.
Student Status	Code indicating the employee's student status with the University of California (not including University Extension enrollment). Press F1 Help to see valid codes.
No. of Reg. Units	A system derived code indicating the number of UC class units in which an employee who is a UC student is registered.
Pay Disposition Code	Enter Mail Code (<i>See Appendix J</i>). Used to deliver checks and surepay stubs.

2. Press **Enter** to invoke range/value edits.

3. Press **F11 Next Func** to continue to the next function.

Completing the EPD2 Function

THE EPD2 FUNCTION (EMPLOYEE PERSONAL DATA 2)

The screenshot shows a terminal window titled "uccmvb.ucop.eduuccmvb.ucop.edu - TN3270/TN5250 Connection". The screen displays the following information:

PPEPD20-E1140 SCT EDB Entry/Update AREH 11/20/00 15:33:59
 10/26/00 14:20:04 Employee Personal Data 2 Userid: SCPPSJL
 ID: 650000903 Name: REHIRE, LECTURER DEMO SSN: 650-00-0903 Pri Pay: M0

PIN Signature Date: 070197
 Oath Signature Date: 070197
 I-9 Date: 070197
 Education Level Code: D
 Education Level Year: 95
 Non-UC Prior Service Code: F
 Prior Service Months:
 Prior University Service Institution Code: NBU

Employment Service Credit:
 Employment Service Credit From Date:
 Current Specialty Code:
 Highest Degree Specialty Code:
 Highest Degree Institution Code: NBU

Next Func: ID: Name: SSN:
 U0001 Input accepted

F: 1-Help 2-Cancel 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 11-NextFunc

Line 5 Column 45

IBM-3278-2-E LU = L10TAAAR

Notes and Tips

- Review all data and change only those fields that need to be updated.
- Oath Signature Date cannot be older than one year prior to rehire date. If it is, a new form must be completed.
- The I-9 (Employment Eligibility Verification) form with attachments must be completed if it has been over 3 years since the employee previously completed this form.
- Refer to Navigation section on how to use **find string** command in Help for locating institution code.

The EPD2 Procedure

1. Enter data in the following fields, as applicable:

PIN Signature Date	Date the Personal Identification Number form was signed by the employee, in the format: MMDDYY.
Oath Signature Date	Date the Oath of Allegiance was signed by the employee, in the format: MMDDYY. <i>Note: This date must be on or before the first day of service. It is required for citizens only.</i>
I-9 Date	Date the I-9 (Employment Eligibility Verification) form was signed by the employee, in the format: MMDDYY. <i>Note: This date must be on or before the first day of service.</i> <i>See Notes and Tips.</i>
Education Level Code	Code indicating the highest level of education attained by the employee. Press F1 Help to see valid codes.
Education Level Year	Year in which the employee's highest level of education was attained.
Non-UC Prior Service Code	Code indicating the type of employment service prior to the most recent University employment. Press F1 Help to see valid codes.
Prior Service Months	Leave blank. For future use only.

Prior Univ. Service Institution Code	Enter code indicating college or university of most recent employment. Press F1 Help to see valid codes. Use find string command to more directly access the applicable code.
Employment Service Credit	Leave blank. For future use only.
Employment Service Credit From Date	Leave blank. For future use only.
Current Specialty Code	Leave blank. For future use only.
Highest Degree Specialty Code	Leave blank. For future use only.
Highest Degree institution Code	Code indicating the institution at which the highest degree was obtained. Press F1 Help to see valid codes. Use find string command to more directly access the applicable code.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPER Function

THE EPER (PERSONNEL-MISCELLANEOUS) FUNCTION

TN3270 - uccmvbsb to host uccmvbsb.ucop.edu

Session Edit Commands Settings Help

PPEPER000943 SCT EDB Entry/Update AREH 10/14/95 16:22:58
 10/09/95 21:24:16 Personnel-Miscellaneous Userid: SCACPLJW
 ID: 650000903 Name: REHIRE, LECTURER DEMO SSN: 650-00-0903 Pri Pay: MO

Assigned BELI: 1 Derived BELI : X Effective Date: 070197
 BELI Status Qualifiers: Primary: Date: Secondary: Date: _____
 Date of Hire : 070195 Original Hire Date: _____
 Employee Relations Code : E Employee Relations Unit: IX
 Probationary Period End Date : _____
 Next Salary Review Date : _____ Next Salary Review Type: _
 Merit Rate Increase Percent : _____
 Home Department : 000900 TRAINING ON-LINE UPDATE
 Primary Title Code : _____
 Employee Unit Code : _____ Employee Representation Code : C
 Employee Special Handling Code: _ Employee Distribution Unit Code: _
 Job Group ID : _____
 Alternate Department Code : _____
 Academic Programmatic Unit Cd : _____

Next Func: _____ ID: _____ Name: _____ SSN: _____

==>
 F: 1-Help 2-Cancel 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 11-NextFunc

IBM-3270-2-E 16:16:54

The EPER Procedure

1. Enter data in the following fields, as applicable:

Assigned BELI	Benefits Eligibility Level Indicator (BELI). Code indicating employee's health benefits eligibility. Press F1 Help for valid codes.
Derived BELI	System-derived BELI code based on data entered previously. Normally the same as the assigned BELI code.
Effective Date	Date the employee becomes eligible for any health benefits indicated by the BELI code.
BELI Status Qualifiers	<p>Primary: Code indicating the primary condition that qualifies the employee for health benefits when the assigned BELI and the derived BELI do not match. Press F1 Help to see valid codes.</p> <p>Date: Date on which the qualifying condition began, in the format: MMDDYY.</p> <p>Secondary: If applicable. Code indicating an additional condition that qualifies the employee for health benefits when the assigned BELI and the derived BELI do not match. Press F1 Help to see valid codes.</p> <p>Date: Date on which the additional qualifying condition began, in the format: MMDDYY.</p>
Date of Hire	Date on which the <i>most recent</i> employment affiliation commenced. <i>See Notes and Tips.</i>
Original Hire Date	Leave Blank

ACADEMIC ACTIONS

Employee Relations Code	Code indicating the employee designation/status for the purpose of collective bargaining. Press F1 Help to see valid codes, or refer to <i>Appendix E. Employee Relations Codes</i> for assistance in determining the appropriate code.
Employee Relations Unit	Code indicating collective bargaining unit of an individual. Press F1 Help to see valid codes.
Next Salary Review Date	Currently not applicable for academic reviews Use is at discretion of academic division.
Next Salary Review Type	Currently not applicable for academic reviews.
Merit Rate Increase Percent	For future use.
Home Dept	Six-digit service center home department code.
Primary Title Code	System derived for employees with multiple titles. Code indicating the primary title code that will be used for reporting purposes.

Employee Unit Code	System-derived code indicating the collective bargaining unit associated with the employee's job title.
Employee Representation Code	System-derived code indicating, for collective bargaining purposes, whether the employee is covered, not covered, or a supervisor.
Employee Special Handling Code	Code indicating the title special handling code of the predominate appointment of an individual for collective bargaining purposes.
Employee Distribution Unit Code	Code indicating the predominate distribution of the predominate appointment of an individual for collective bargaining purposes.
Job Group ID	System-derived code used for reporting.
Alternate Department Code	Code indicating an alternate department that may update the employee's personnel record. Used to give departments with joint appointments access to the employee's records. Press F1 Help to see valid codes.
Academic Program Unit Code	For future use.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

7.15 EMERITUS

Overview

The procedures described in this section are for processing an Emeritus appointment for an Academic Senate member who retired and has been separated from the University of California, Santa Cruz.

Policy Summary

1. The title/title suffix Professor Emeritus/Emerita is conferred, upon retirement, on every academic appointee or academic administrative officer who is a member of the Academic Senate.
2. Refer to the Academic Personnel Manual (APM), Section 120, *Emeritus Titles*, for general policy and procedure information.

Before you Start

Verify employee's EDB status is separated the day before proceeding with this action. A separation action and subsequent Emeritus action for the same employee cannot occur on the same day.

Data Entry

You will use the EMTS bundle when processing the Emeritus appointment action. This bundle contains the following functions:

EEID (Employee Identification)

EAPP (Appointments/Distributions)

EADD (Employee Address)

EPD1 (Employee Personal Data)

EPER (Personnel Miscellaneous)

Accessing EMTS

1. Log on to the Payroll/Personnel System.
2. At the **Next Func** field, type **EEDB** and press **Enter**.
3. Type **BUND** and press **Enter**.
4. Type **EMTS** and the **employee ID number**, then press **Enter**.

The EEID function is displayed.

DOS	Enter WOS for without salary. Code indicating the type of compensation associated with the distribution.
PRQ	No entry needed. Code indicating the type of perquisite provided.
DUC	A system derived code indicating a group within a bargaining unit to which a distribution for an appointment is assigned for collective bargaining purposes excluding range adjustments.
WSP	Not used for academics.

4. Press **Enter** to invoke range/value edits.
5. Press **F11 Next Func** to continue to the next function.

Completing the EADD Function

THE EADD (EMPLOYEE ADDRESS) FUNCTION

ucmvsl ucop.eduucmvsl ucop.edu - TN3270/TN5250 Connection

Session Edit View Commands Script Help

PPEADD0-E1302 SCT EDB Entry/Update APR0 11/15/00 11:39:42
 10/26/00 14:22:07 Employee Address Data Userid: SCPPSJL
 ID: 700000900 Name: PROFESSOR, ASSISTANT DEMO SSN: 700-00-0900 Pri Pay: M0

Permanent Address Line 1: 33480 21ST STREET
 Line 2:
 City: SANTA CRUZ State: CA Zip: 95061
 Foreign Addr Ind: _ Prov: _ Country: _
 Postal Code: _
 Home Phone: 4984299640 Spouse Name: _
 Campus Release Codes - Perm Address: _ Home Phone: _ Spouse Name: _
 Employee Organization Disclosures - Perm Address: _ Home Phone: _

Campus Address Line 1: 900462
 Line 2: Building: _
 City: _ State: _ Zip: _
 Campus Phone 1: _ Phone 2: _
 Campus Room: 900462 Building: _

Next Func: _ ID: _ Name: _ SSN: _

====>
 F: 1-Help 3-PrevMenu 4-Print 5-Update
 9-Jump 10-PrevFunc 11-NextFunc 12-Exit

Line 5 Column 28

IBM-3270-2-E LU=L10TAAAF

Notes and Tips

- The fields most likely to need changes are the address fields.

EADD Procedure

- Enter data in the following fields, as applicable:

Permanent Address	<p>Line 1: First line of the address to which all university mail may be sent (e.g., benefits statement, tax information.) Maximum 30 characters.</p> <p>Line 2: Automatic continuation of address Line 1, if the first line of the address is exceptionally long (e.g., use for apartment numbers, building names, etc.) Maximum 30 characters.</p>
-------------------	--

Permanent Address	<p>City: City portion of the address. United States and foreign addresses. Maximum 21 characters.</p> <p>State: State portion of the address. United States addresses only.</p> <p>Zip: Zip code associated with the address. United States addresses only.</p>
Foreign Address	<p>Ind: Enter F if this is a foreign address.</p> <p>Prov: Foreign addresses only. Province associated with the address, if applicable. Maximum 30 characters.</p> <p>Cntry: Foreign address only. Two-digit country code associated with the address. Press F1 Help from this field to see valid codes.</p> <p>Postal Code: Foreign addresses only. Postal code associated with the address, if applicable.</p>
Campus Phone(s)	Office telephone number(s) at which the employee can be reached.

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPD1 Function

THE EPD1 (EMPLOYEE PERSONAL DATA 1) FUNCTION

ucmvsb.ucop.edu - TN3270/TN5250 Connection

Session Edit View Commands Script Help

PPEPD10-E1302 SCT EDB Entry/Update EMTS 11/20/00 16:58:37
 10/26/00 14:19:59 Employee Personal Data 1 Userid: SCPPSJL
 ID: 650000500 Name: EMERITUS, PROFESSOR DEMO SSN: 650-00-0500 Pri Pay: M0

Date of Birth: 071350
 Sex: M
 Ethnic: F
 Veteran Status Codes - Vietnam: N War/Campaign: _ Disability: N
 Disabled Status: N
 Citizenship: C
 Student Status: 1 No. of Reg. Units: ____
 Pay Disposition Code: 000400

Next Func: ____ ID: ____ Name: ____ SSN: ____

F: 1-Help 2-Cancel 4-Print 5-Update
 F: 9-Jump 10-PrevFunc 11-NextFunc

Line 6 Column 17

IBM-3278-2-E LU=L10TAAAR

EPD1 Procedure

1. Enter data in the following field, as applicable:

Pay Disposition Code	Enter Mail Code (See Appendix J). Used to deliver checks and surepay stubs.
----------------------	--

2. Press **Enter** to invoke range/value edits.
3. Press **F11 Next Func** to continue to the next function.

Completing the EPER Function

THE EPER (PERSONNEL-MISCELLANEOUS) FUNCTION

TN3270 - uccmvsb to host uccmvsb.ucop.edu

Session	Edit	Commands	Settings	Help
PPEPER00-E0943 SCT EDB Entry/Update EMTS 10/15/95 17:19:29				
10/15/95 13:27:10 Personnel-Miscellaneous Userid: SCACPLJW				
ID: 650000500 Name: EMERITUS, PROFESSOR DEMO SSN: 650-00-0500 Pri Pay: MO				
Assigned BELI: 5 Derived BELI: 1 Effective Date: 070199				
BELI Status Qualifiers: Primary: Date: Secondary: Date:				
Date of Hire: 070195 Original Hire Date:				
Employee Relations Code: E Employee Relations Unit: 99				
Probationary Period End Date:				
Next Salary Review Date: Next Salary Review Type: -				
Merit Rate Increase Percent:				
Home Department: 000900 TRAINING ON-LINE UPDATE				
Primary Title Code: 1100 PROFESSOR - 9-MONTHS				
Employee Unit Code: 02 Employee Representation Code: C				
Employee Special Handling Code: Employee Distribution Unit Code: -				
Job Group ID: CC				
Alternate Department Code:				
Academic Programmatic Unit Cd:				
Next Func: ID: Name: SSN:				
==>				
F: 1-Help 2-Cancel 4-Print 5-Update				
F: 9-Jump 10-PrevFunc 11-NextFunc				
IBM-3278-2-E 17:13:48				

The EPER Procedure

1. Enter data in the following fields, as applicable:

Assigned BELI	Enter 5 for WOS appointment. Benefits Eligibility Level Indicator (BELI) code indicating the employee's eligibility for health benefits.
Derived BELI	System-derived BELI code based on data entered previously. Normally the same as the assigned BELI code.
Effective Date	Date the assigned BELI takes effect.
Date of Hire	Date on which the Emeritus appointment commences. <i>See Notes and Tips.</i>

Original Hire Date	Leave blank.
--------------------	--------------

2. Press **Enter** to invoke range/value edits.
3. This is the last function in the bundle. Proceed to *Review*.

Review

Use **F10 Prev Func** and **F11 Next Func** to navigate through the Review bundle.

1. Make sure you have completed all the required data elements in the bundle.
2. Review all entered data for accuracy and consistency.

Updating the Employee Database

Press **F5 Update** to invoke any consistency edits and to display the PAN Subsystem Notification Preparation screen.

Consistency Edit Errors

If there are consistency edits, the Consistency Edit (ECON) screen is automatically displayed. Review all error messages and make necessary corrections.

How to Correct Consistency Errors

From the ECON screen you may:

- Correct errors directly on the ECON screen.
- **F3 Return** to the bundle, make any corrections, then do one of the following:
 - Press **F5 Update** to invoke PAN.
 - Press **F2 Cancel** twice to cancel the update.

See *Consistency Edit Messages (ECON)* in *Section 1.6, System Messages* in this manual for more information and instructions.

PAN Preparation

If there are no consistency errors, or after you have made all the corrections, and you are on the PAN Subsystem Notification Screen, add additional reviewers or users.

- Press **F10 Comments** and enter a description of the action and any significant details.
- Press **F11 Detail** to view the notification detail that will be sent.
- Press **F5 Update** to complete the update and send the notification.

If the update is successful, the first function in the bundle appears and displays:

U0007 UPDATE PROCESS COMPLETE

Accessing IMSG

1. To access the Message Report Screen go to the **Next Function** field, type **IMSG** and press **Enter**.
2. When the IMSG screen is displayed, review any remaining messages and take the appropriate action.

Disposition of Forms

- Forward the appropriate approval document to the mandatory reviewer.
- Forward a copy of the data collection document(s) to employee's office of record for placement in the employee's file.
- Forward the completed BELI form to Payroll.